



Safeguard Sandia

SECURITY INSIGHT FOR FACILITY SECURITY OFFICERS (FSOs)



JULY 2007
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Auto Theft Prevention

This is the last in a series of five articles from brochures provided by Steven Sink of the Albuquerque Police Department's Crime Prevention Unit. We hope that you have found this information useful and we'd like to encourage those of you with companies in the Albuquerque area to invite Mr. Sink to give a crime-prevention presentation to your personnel. Call the Crime Prevention Unit at 505-924-3600 to schedule a presentation. Or join us in November when we invite Steven back to SNL. We will pass on more information as the date approaches.

The following information outlines how you can reduce the risk of auto theft by establishing multiple layers of protection.

The Basics

Begin by recording your vehicle's information – year, make, model, color, vehicle identification number (VIN), license plate number, identifying marks, etc. – and carry it with you as a quick reference for reporting, which will increase the chance of recovering your vehicle.

- Always roll up your windows, lock the doors, and take the key with you even if you will only be away for a short time.
- Never leave your car running in



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FSO Workshop Scheduled for August 23rd

The Security Awareness Program is responsible for flowing down any applicable requirements to all subcontractors to the extent necessary to ensure compliance. A strong awareness program is essential to ensure that the highest level of protection is given to security interests. FSOs are a critical component of such a program.

In an effort to strengthen the S&S Awareness Program and aide in the knowledge of the FSOs, the Security Awareness Team (SAT) is rolling out a new "Contractor Toolcart" website and will be hosting the annual FSO Workshop on August 23rd in Albuquerque, NM.

In response to requests received during the 2005 workshop, SAT reinstituted the quarterly FSO newsletter. This year, in response to requests received from

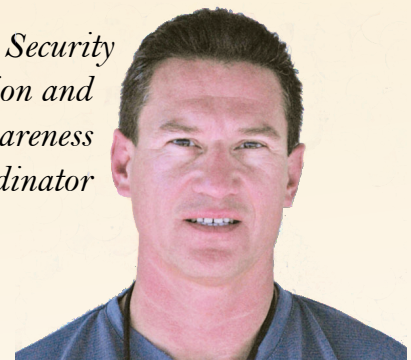
other workshops, SAT will roll out the "Contractor Toolcart" website being created to provide FSOs and other points of contact with information and forms necessary to carry out their security responsibilities. The website is designed to be a living tool used to provide up-to-date forms and information. Because it is a living tool, the team welcomes your input and appreciates your participation.

In addition, this year's workshop will be kicked off by guest speaker Ron Olive, Special Agent, NCIS (Ret.), who will speak about his book, *Capturing Jonathan Pollard: How One of the Most Notorious Spies in American History Was Brought to Justice*.

Please continue to submit suggestions and articles about your newsletter either to Fran Armijo (fparmij@sandia.gov) or me (cmjonto@sandia.gov). Because compiling such information is an ongoing process, submittals can be e-mailed to us at any time.

Charles Montoya

*Security
Education and
Awareness
Coordinator*



Auto Theft Prevention . . .

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front of a convenience store or other public areas, including in front of your house.

Warming up your car in the morning during the winter can make you more vulnerable.

- Park your vehicle in a garage (if possible) or in an area with adequate lighting and good natural surveillance.
- If you take your vehicle in for repairs or leave it in a commercial lot with a valet, only leave the ignition key.
- Don't leave valuables in plain site. If you have to leave them in the car, keep them in the trunk or out of site.
Don't give a car thief a reason to break in.
- When buying stereos and other electronic equipment for your car, choose items that can be removed.



engaged and therefore, the transmission cannot be removed from the park position.

- *Wheel locks* prevent the vehicle from being moved in any direction.

Etching vehicle parts with the car's VIN can also be a deterrent. Professional thieves shy away from vehicles that have had the VIN etched into the doors, windows, windshield, and engine block, among other parts.

More than two thirds of all auto thefts take place at night and over half occur in residential areas, including apartment complexes. Statistically, most cars are stolen between the hours of 1:00 a.m. and 5:00 a.m.

Carjacking

Carjacking has become an easy way to steal vehicles, especially newer models of large luxury cars and sport utility vehicles that have alarms and

state-of-the-art theft prevention devices. As with any crime, criminals are looking for an opportunity and the least path of resistance. Avoid being a victim of this type of crime by observing the following tips:

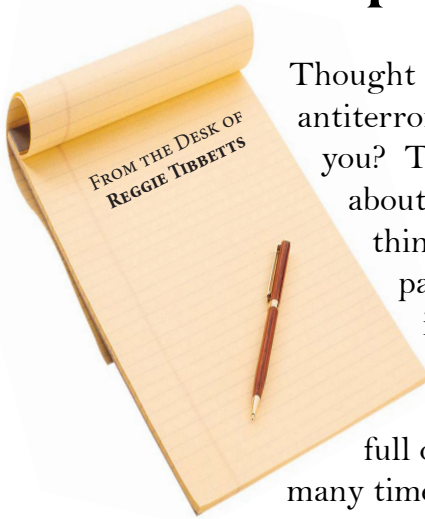
- A *kill switch* is a simple toggle device that shuts off the engine's ignition system.
- *Steering wheel locks*, visible from outside the car, prevent the steering wheel from being turned more than a few degrees.
- *Collars* prevent the steering column from being stripped.
- *Brake locks* prevent the brake from being
- Always drive with windows rolled up and doors locked.
- Be aware of your surroundings when stopped at a traffic signal, parking lot, gas station, etc.
- When stopped at a signal, leave space in front of you to allow for evasive action and be prepared to carefully drive away.

Theft Prevention Devices

After years of false alarms, people have stopped paying attention to alarms. Any serious theft prevention device must do more than just make noise. If you want an audio alarm, use it in conjunction with other forms of prevention devices.

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Wipe ‘Em Off and Clean ‘Em Up!



Thought this was an antiterrorist article, didn't you? This is actually about one of my favorite things: white boards, particularly ones in common-use conference rooms. They are just chock full of information. How many times have you entered

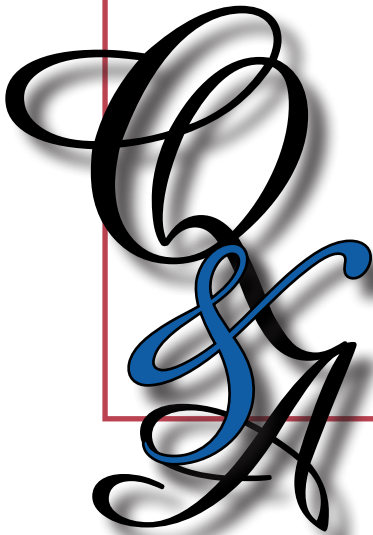
a conference room to see a white board covered with figures, drawings, outlines, plans, etc.? My favorites are the ones with "Do Not Erase" written on them. Talk about a flag! This indicates that the information is really important to someone and may be worth stealing. From an Operations Security (OPSEC) perspective, information on white boards could result in the inadvertent release of sensitive information, thus jeopardizing our programs and mission—and ultimately—our national security.

Conference room patrol is one of those *three-in-the-afternoon, I-gotta-get-off-this-chair-and-walk-around-a-little-bit* kinds of things that I like to do for the good of the OPSEC program. May I suggest that you do the same? You could even make it a project to have your team initiate a policy for clean white boards. Think of it as a courtesy issue. Try to leave the conference room clean for the next user. Pick up any papers left behind and check the trash can for any sensitive documents. Remember the bug in the State Department building was in a conference room.

Let's try to keep our white boards white!

Reggie Tibbetts

For further information on OPSEC, contact Reggie Tibbetts, NM OPSEC Program Manager at 505-844-5244, Nancy Morreale in New Mexico at 505-284-3023, or Michelle Smith in California at 925-294-2454.



We have employees due to take their SEC100 training this month. However, it appears that the contract they are working on will not be extended and they, therefore, will not be returning to SNL. Do they still have to take SEC100?

Yes. DOE M 470.4-1 states that "cleared individuals must receive annual refresher briefings." Hence, as long as these individuals maintain active clearances, they must complete their refresher briefings by the due date.

Access for Foreign Nationals



BEFORE providing any foreign national with access to DOE information, programs, technologies, or SNL sites; contact the Foreign Interactions Office helpline at 505-844-8263 for assistance.

Both DOE and Sandia rules and regulations require that authorization be obtained through the SNL Foreign National Request Security Plan (FNR SP) electronic process before any work-related interactions with foreign nationals can take place. Contractors and subcontractors must notify their Sandia Delegated Representative (SDR) to initiate the process of obtaining the

required approvals prior to providing foreign national access to:

- DOE/SNL facilities.
- DOE information, programs, and technologies (at SNL sites or offsite).
 - DOE programs are those funded by DOE.
 - DOE technologies are those developed using DOE funding.
 - DOE information is that information generated using DOE funding.

A FOREIGN NATIONAL is any person who is not a U.S. citizen, including lawful permanent residents. In regard to unclassified foreign visits and assignments, a foreign national is a person who was born outside the jurisdiction of the United States, is a citizen of a foreign government, and has not been naturalized under U.S. law.

ACCESS, in reference to this article, is defined as circumstances or actions involving foreign nationals that result in physical presence at a DOE or SNL site or the passing of DOE information or technologies to a foreign national.

Auto Theft Prevention . . .

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- Take note of people approaching your vehicle for any reason.
- Prior to entering your car, if someone is loitering near the area, keep walking and seek help.
- Be alert at drive-up ATMs.
- If all else fails – don't resist.

consider where you park, install theft prevention devices, and have your windows and other parts etched. Note, however, that spending time and money on anti-theft devices does not help if drivers don't follow the basic precaution of locking their cars, taking the keys, and activating the theft prevention device.

No auto theft prevention method is foolproof.
Layer your protection: be observant at all times,

SNL/NM Security Contacts

FUNCTION(S)	TELEPHONE #
HELP DESK FOR SAFEGUARDS & SECURITY	505-845-YESS 505-845-9377
BADGE OFFICE (ACCESS CONTROL/ESCORTING RESPONSIBILITIES) INFORMATION LINE	505-284-3103
CLEARANCE OFFICE (CLEARANCE REINVESTIGATIONS, CONSULTANTS/CLEARANCES/TERMINATIONS) INFORMATION LINE	505-284-3103
CORPORATE INVESTIGATIONS	505-845-9900
COUNTERINTELLIGENCE	505-844-4288 505-284-4894
FARA COORDINATOR (CSCS FORMS)	505-284-5136
FOREIGN OWNERSHIP CONTROL AND INFLUENCE	505-284-5679
FOREIGN TRAVEL HELP LINE	505-844-1300
FOREIGN VISITS & ASSIGNMENTS HELP LINE	505-844-8263
MARRIAGE REPORTS AND COHABITATIONS INFORMATION LINE	505-284-3103
OPERATIONS SECURITY (OPSEC)	505-844-5244
SECURITY AWARENESS COORDINATOR	505-844-2697 505-284-2416
SIMP (PAGER NUMBER) SECURITY INCIDENT MANAGEMENT PROGRAM	505-540-2382

SNL/CA Security Contacts

FUNCTION(S)	TELEPHONE #
HELP DESK FOR SAFEGUARDS & SECURITY	505-845-YESS 505-845-9377
ACCESS CONTROL/ESCORTING RESPONSIBILITIES	925-294-3043 925-294-1358
CLASSIFICATION OFFICER	925-294-2202
CLASSIFIED MAIL/SHIPPING CHANNELS	925-294-2980
CLASSIFIED MATTER PROTECTION & CONTROL	925-294-3160
CLEARANCE GRANTS/REINVESTIGATIONS/ UPGRADES/DOWNGRADES	925-294-2061
CLEARANCE TERMINATIONS	925-294-2243
CORPORATE INVESTIGATIONS	925-294-2531
COUNTERINTELLIGENCE	925-294-6199
DEROGATORY REPORTING	925-294-2061 925-294-3043
FOREIGN OWNERSHIP, CONTROL, OR INFLUENCE & FARA COORDINATOR (CSCS FORMS)	925-294-2243
FOREIGN TRAVEL	505-844-1300 505-845-8488
FOREIGN VISITS & ASSIGNMENTS	925-294-3042 925-294-3740
MARRIAGE REPORTS AND COHABITATIONS	925-294-2061
OPERATIONS SECURITY (OPSEC)	925-294-2454
PROTECTIVE FORCE	925-294-2300
SECURITY AWARENESS COORDINATOR	925-294-4649
SIMP SECURITY INCIDENT MANAGEMENT PROGRAM	925-294-3238 888-932-9710
TECHNICAL SURVEILLANCE COUNTERMEASURES (TSCM)	505-844-7757

A New Location for the Badge and Clearance Offices

The NM Badge and Clearance offices will be relocating to a new off-site building in August. This will allow visitors and new employees to obtain badges without having to come on base first. The move is currently scheduled for mid to late August.



Please try to keep business to a minimum around this time. Our new offices will be located in the Innovation Parkway Office Center (IPOC) building, located off of Eubank Blvd just north of the Eubank gate, in the Sandia Science and Technology Park area.

Terminations

Effective immediately, when submitting a DOE F 5631.29, *Security Termination Statement (STS)*, please include a copy of the Contractor Administered Training Form or the Certificate of Completion from TEDS® verifying that the SEC225, *Termination Debriefing Video*, has been viewed. Please remember that STSs must be submitted within two working days from date of termination or when it becomes known that the individual no longer requires access. SNL/NM-STSS can be faxed to 505-844-9739 or hand-carried to the Clearance Office to meet the 2 day timeframe. SNL/CA-STSS can be faxed to 925-294-1330 or hand-carried to the Visitor Control Office to meet the two day timeframe. Questions regarding terminations may be directed to Melanie Heyborne, in NM, at 505-844-4493; or Meaghan Shay, in CA, at 925-294-2243.

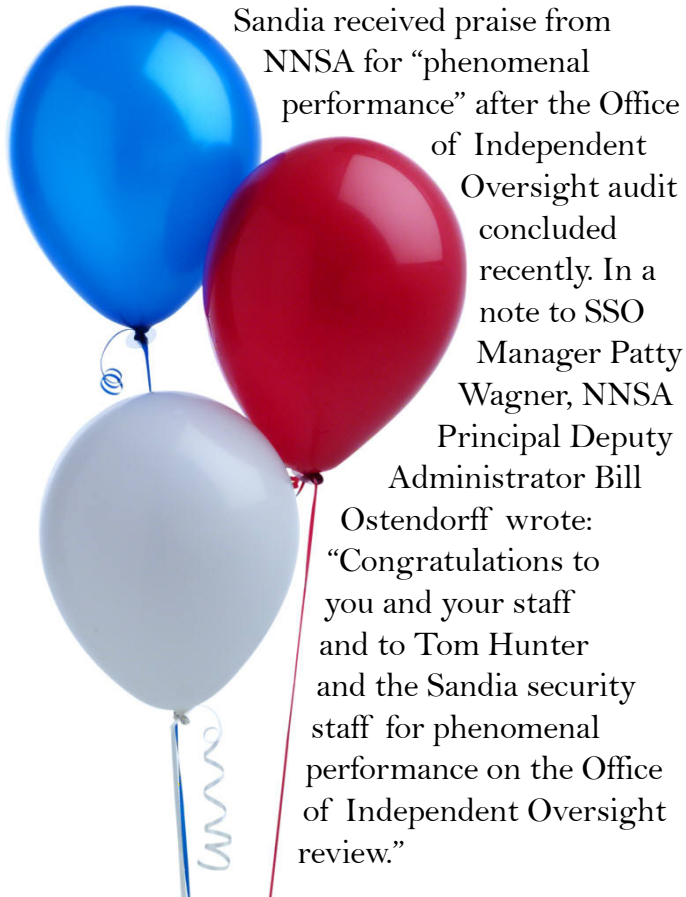
Military Leaves of Absence

Personnel going on military leave must report departure and return dates to the Clearance Office. Please **DO NOT** submit a Security Termination Statement for these individuals, as their clearance will remain active during their period of service. Questions regarding leaves of absence may be directed to Caren Garcia in NM at 505-284-9773, or Carol James in CA at 925-294-2061.

Your E-mail Address

If your e-mail address changes, send a message to Caren Garcia in NM (cegarc1@sandia.gov) or Meaghan Shay in CA (mlshay@sandia.gov) so that the database can be updated. FSOs can expect an e-mail on a quarterly basis. Please respond promptly to these requests for confirmation of cleared personnel.

Great News From the OIO Audit



Sandia received praise from NNSA for “phenomenal performance” after the Office of Independent Oversight audit concluded recently. In a note to SSO Manager Patty Wagner, NNSA Principal Deputy Administrator Bill Ostendorff wrote: “Congratulations to you and your staff and to Tom Hunter and the Sandia security staff for phenomenal performance on the Office of Independent Oversight review.”

NM Director of Safeguards & Security, Mike Hazen, and Deputy Director, Terri Lovato, state “Safeguards and Security wishes to thank all Members of the Workforce for receiving an overall Effective Performance rating. Due to your hard word and diligence, Sandia received the highest scores in all seven topical areas. A statement from the final Executive Summary reads, ‘The general levels of security-related knowledge among the site population and the swift response to issues identified during this inspection also reflect management’s support for safeguards and security program and the recognition of that support by laboratory employees.’ This is arguably one of the best DOE inspections since 9/11. Thank you for your continued security vigilance.”

Reporting Marriage and Cohabitation

Are you aware of the new requirement to report living arrangements with a new spouse or cohabitant? All cleared contractors and employees must now report cohabitation with a spouse or other individual, even if that person has a clearance. Fill out a DOE F 5631.34,

Data Report on Spouse/Cohabitant, and send it to the Clearance Office (NM – MS0171, CA – MS9113) within 45 days of cohabitation/marriage. If you have any questions, call Melanie Heyborne at 505-284-9519 (NM) or Carol James at 925-294-2061 (CA).



Upcoming Facility Security Workshops

Recently, Margret Tibbetts, of the Security Awareness Team, wrote and asked you for any suggestions to help us develop the upcoming FSO workshops. Thank you to all of you who did respond! We are working on incorporating your suggestions and presentation techniques. We think you'll be pleased.



Please be assured that we did pay attention to all of the comments everyone provided at last year's workshop. As requested, we have invited representatives from our Cyber, Procurement, and Legal departments.

We're doing our best to make these workshops informative, participative, and fun.

So, if you have five or more cleared people working at your company, and still haven't responded to our invitation to attend the workshop, please respond today.

Remember, this year there will be a workshop in both NM and CA. The NM workshop will be held on August 23, and the CA workshop on September 13.

Safeguard Sandia

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WE'RE ON THE WEB!

<http://www.sandia.gov/FSO/>



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NEWSLETTER SUBMISSIONS

If your group or organization would like to provide content for this newsletter, please submit suggestions and articles either to Fran Armijo (fparmij@sandia.gov) or Charles Montoya (cjmonto@sandia.gov). Because compiling such information is an ongoing process, submittals can be e-mailed to us at any time during the publication cycle.